



## Article Submission Form for the HIV Community Services (HCS) Newsletter

---

Agency Name: \_\_\_\_\_

Author: \_\_\_\_\_  
First Name Last Name

Job Title: \_\_\_\_\_

Contact: \_\_\_\_\_

### How to Submit an Article

Type your article in the space below. The length of your article should be around 150 to 300 words. If your article runs longer than 300 words, let us know. We can help you edit it or make room for it in our newsletter. Thank you for your participation and partnership.

Title: \_\_\_\_\_

Text :

### How to Submit Images for Your Article

You can either submit your own images or find one or two from [Gettyimage.com](http://Gettyimage.com).

[For images that belong to you](#)

**Step 1:** Consent to the following release waver:

"I hereby grant permission to Washington State Department of Health Office of Infectious Disease to use the images I am sharing in newsletters, online platforms, and any type of electronic and/or printer communications related to their mission."

Electronic sig. /s/: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 2:** Upload your images by clicking on the empty fields below and attaching them. Please provide a small description for each image.

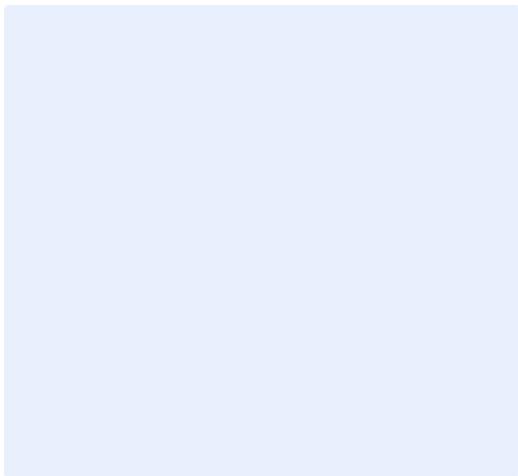


Image one description:

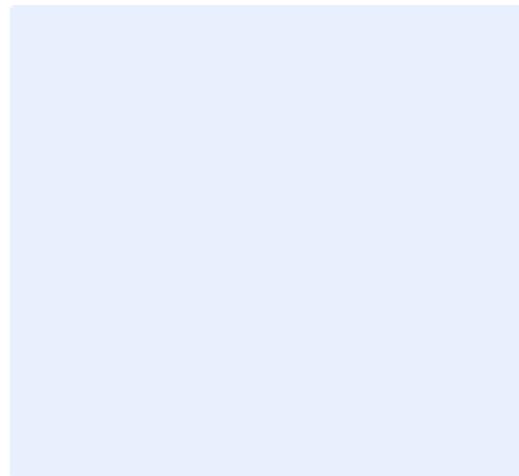


Image two description:

**Step 3:** Save the finished PDF and submit it by email to [vanessa.grandberry@doh.wa.gov](mailto:vanessa.grandberry@doh.wa.gov) or [columba.fernandez@doh.wa.gov](mailto:columba.fernandez@doh.wa.gov).

[For images that don't belong to you](#)

The Department has access to free photo resources, stock images, and icons (paid by subscriptions) for [Gettyimages.com](https://www.gettyimages.com). If you find the right image(s) for your article on this site:

**Step 1:** Type or copy paste the link and the creative number for each image in the fillable fields below. The creative number is located under "Details" (right lower corner of the Gettyimages website).

Image link: \_\_\_\_\_

Image creative number: \_\_\_\_\_

Image link: \_\_\_\_\_

Image creative number: \_\_\_\_\_

**Step 2:** Save the finished form and submit it by email to [vanessa.grandberry@doh.wa.gov](mailto:vanessa.grandberry@doh.wa.gov) or [columba.fernandez@doh.wa.gov](mailto:columba.fernandez@doh.wa.gov).

***If you experience issues using or submitting this form, email your article and images to any of the above two persons.***